



## Job Announcement

<http://mdcourts.gov>  
TTY/D use Maryland Relay Service

<b>Opening Date:</b>	June 6, 2013	<b>Closing Date:</b>	June 20, 2013
<b>Job Title:</b>	Public Policy Analyst	<b>Position Type:</b>	Temporary
<b>PIN:</b>	826022	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Administrative Office of the Courts- MD Access to Justice Commission Annapolis, Maryland	<b>Grade/Entry Salary:</b>	J16 \$26.16 (No State Benefits)
		<b>Financial Disclosure:</b>	Yes

**Essential Functions:** The position supports the Executive Director in developing and managing policies and programs to develop public awareness of access to justice issues. The position identifies, researches, analyzes and recommends policies and programs for the Maryland Access to Justice Commission to pursue on behalf of Marylanders facing critical barriers to justice. The position reviews judicial opinions, statutes, court rules and drafts forms and rules to create potential rule changes. The position creates and develops the content of an manages the production for multimedia projects for self-represented litigants and court users to enhance knowledge about the Maryland legal system. The position assists with the development of training programs and provides guidance and training to office support staff. The position evaluates processes and outcomes for selected judicial projects, prepares budgets and requisitions, researches grants and other sources of funding for future initiatives. The position works with judicial, state and county officials to implement the Commission's goals and develops and maintains Commission manuals, website content and surveys. The position investigates and studies the impact of using new technologies that may benefit users. The position responds to attorney inquiries regarding pro bono reporting and inquiries from the public for legal information and program referrals. This position also provides back up support to the Executive Director during absences.

**Education:** Juris Doctorate Degree from an accredited college or university.

**Experience:** Minimum of one year of related work experience.

**Preferred:** Admittance to the Maryland Bar preferred.

**Skills/Abilities:** Knowledge of legal research. Ability to analyze legal issues. Ability to write clear and concise summaries of findings. Ability to exercise initiative and independent judgment. Ability to define problems, collect data, establish facts, and draw conclusions. Ability to formulate recommendations, apply laws, policies, procedures, rules, and regulations as required. Ability to communicate in an effective, patient, and tactful manner with judges, court personnel, and the public. Excellent interpersonal, written and oral communication skills, including presenting to small and large groups. Ability to use a computer with proficiency with Westlaw and internet research.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, pin, and location. Materials must be received in the Human Resources department at the address below. The Human Resources Department does not accept faxes will not be responsible for applications/resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.